

# INFORMATION & INSTRUCTIONS FOR FILING - MOTOR VEHICLE SALESPERSON

Access this form via website at: [www.hawaii.gov/dcca/pvl](http://www.hawaii.gov/dcca/pvl)

## APPLICATION

Type or print legibly in dark ink. Answer ALL questions and sign the application.

**Have your prospective employer complete the *Employer Certification* section.**

Applicants are subject to requirements in effect at the time of filing.

- **Failure to provide all the requested information will delay the processing of your application.**

## FEES

**Attach** the appropriate fee. Make check payable to **COMMERCE & CONSUMER AFFAIRS**:

If applying between July 1, even-numbered years and June 30,  
odd-numbered years, pay ..... \$160  
(*Appln Fee-\$20\* + License Fee-\$15 + CRF-\$110 + 1/2 Renewal-\$15*)

\*\*If applying between July 1, odd-numbered years and June 30,  
even-numbered years, pay ..... \$ 90  
(*Appln Fee-\$20\* + License Fee-\$15 + CRF-\$55*)

TEMPORARY LICENSE ..... Include an additional \$ 20

**\*Once you are employed as a salesperson by a licensed dealer, ALL FEES PAID are non-refundable.**

**\*\*All licenses, regardless of issuance date, are subject to renewal by June 30, even-numbered years.**

**Note:** *One of the numerous legal requirements that you must meet in order for your new license to issue is the payment of fees as set forth in this application. You may be sent a license certificate before the check you sent us for your required fees clears your bank. If your check is returned to us unpaid, you will have failed to pay the required licensing fee and your license will not be valid, and you **may not** do business under that license. Also, a \$15.00 service fee will be charged for checks which are returned by the bank.*

*If for any reason you are denied the license you are applying for, you may be entitled to a hearing as provided by Title 16, Chapter 201, Hawaii Administrative Rules, and/or Chapter 91, Hawaii Revised Statutes. Your written request for a hearing must be directed to the agency that denied your application, and must be made within 60 days of notification that your application for a license has been denied.*

## FILING DEADLINE

Applications with supporting documents and fees must be RECEIVED in the board's Honolulu Office at least 5 days before a scheduled monthly meeting of the board (usually the third Tuesday of each month).

## BOARD'S ADDRESS

Mail all required items to:

Motor Vehicle Industry Licensing Board  
DCCA, PVL Licensing Branch  
P. O. Box 3469  
Honolulu, Hawaii 96801

Deliver to office location at:

1010 Richards St., 1st Floor  
Honolulu, HI 96813  
Phone: (808) 586-3000

## TEMPORARY LICENSE

A Temporary License may be issued if a completed application is submitted with an **additional fee of \$20.00** and verification that applicant will work for dealer immediately. The license will be mailed upon preliminary approval and will be in force until the board acts on the application.

## LAWS & RULES

A copy of Chapter 437, Hawaii Revised Statutes and Chapter 86, Hawaii Administrative Rules, may be purchased by submitting a written request and \$1.25 made payable to *Commerce & Consumer Affairs* to: Cashier, Commerce & Consumer Affairs, P. O. Box 541, Honolulu, Hawaii 96809. (*Price subject to change without notice.*) Chapter 436B, Hawaii Revised Statutes, the Professional and Vocational Licensing Act may be purchased separately for 75¢.

The LAWS and RULES are also posted on our website at: [www.hawaii.gov/dcca](http://www.hawaii.gov/dcca). Look under "Obtaining Information".

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

<b>APPLICATION FOR LICENSE – MOTOR VEHICLE SALESPERSON</b>					<b>FOR OFFICE USE ONLY</b>			
TO BE COMPLETED BY APPLICANT	Name of Prospective Employer (Dealer):				Temp. Lic. No.			
	Principal Location of Dealer in Hawaii (Street Name & No., City, State & Zip Code):				Temp. Mailed			
	Legal Name (First-Middle)		(LAST)		Lic. No. CS -			
	Residence Address (Include Apt. No., City, State & Zip Code)				Lic. Eff. Date			
	Mailing Address (ONLY if different from residence)				MVD -			
	Social Security No.		Phone No. (Days)					
	EMPLOYMENT RECORD. (Give full account of your time for the last 5 years. Include periods of unemployment, time in school & military service. Start with current or recent. If more space is needed, use a separate sheet, 8-1/2" x 11".)							
	<div style="text-align: center;">Dates (Mo/Yr)</div> <div style="display: flex; justify-content: space-between;"> <span>From</span> <span>To</span> </div>		Employer's Name & Address				Nature of Employer's Business & your position title	
							Reason for Leaving (If discharged/fired, state)	
	<p>Circle Yes or No. Explain as needed.</p> <p>1. Are you at least 18 years of age? ..... YES NO</p> <p>2. Are you a U.S. citizen, a U.S. national, or an alien authorized to work in the United States? ..... YES NO</p> <p>3. Were you ever licensed as a motor vehicle salesperson in Hawaii? ..... YES NO</p> <p style="margin-left: 20px;">If yes: License No. _____ Dates license held: _____</p> <p>4. Were you ever employed by a motor vehicle dealer whose license was suspended or revoked or otherwise subject to disciplinary action? ..... YES NO</p> <p style="margin-left: 20px;">(If yes, explain on a separate sheet of paper.)</p> <p>5. In the past 20 years have you ever been convicted of a crime in which the conviction has not been annulled or expunged? ..... YES NO</p> <p style="margin-left: 20px;">(If yes, explain on a separate sheet of paper.)</p>							
<p><b>APPLICANT CERTIFICATION:</b></p> <p>I hereby certify that I shall engage in the business or negotiate for the sales of motor vehicles only for the licensed dealer only who is designated on this application. I also certify that the statements on this application and on attached documents are true and correct to the best of my knowledge.</p> <p><b>I also certify that I have read, understand, and agree to comply with the laws and rules that the Board determines are required for licensure.</b></p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <p>_____</p> <p>Date</p> </div> <div style="width: 45%; text-align: center;"> <p>_____</p> <p>Signature of Applicant</p> </div> </div>								
<p><b>EMPLOYER CERTIFICATION:</b></p> <p>It is hereby certified that the person named on this application will be employed as a salesperson upon approved by the Board, by the undersigned, who is duly licensed to engage in the business of selling motor vehicles in the State of Hawaii.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>Subscribed and sworn to before me this _____ day of _____, 20____</p> <p>_____ Notary Public, State of _____ My Commission expires _____</p> <p style="font-size: small; margin-top: 20px;">This material can be made available for individuals with special needs. Please Call the Licensing Branch Manager at (808) 586-3000 to submit your request.</p> </div> <div style="width: 45%;"> <p style="text-align: center;">_____ Signature of Employer</p> <p style="text-align: center;">_____ Print Name of Employer</p> <p style="text-align: center;">Title _____</p> <p style="text-align: center;">Proper Name of Dealer _____</p> <p style="text-align: center;">License Number MVD-_____ Date _____</p> </div> </div>								

LICENSING BRANCH  
PROFESSIONAL AND VOCATIONAL LICENSING DIVISION  
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS

**TEMPORARY LICENSE - MOTOR VEHICLE SALESPERSON**

This is to certify that the person named has been duly granted a **TEMPORARY** MOTOR VEHICLE SALESPERSON'S LICENSE for employment only at the dealer named below.

**VALID ONLY WHEN SIGNED BY THE EXECUTIVE OFFICER OR REPRESENTATIVE OF THE MOTOR VEHICLE INDUSTRY LICENSING BOARD.**

Fill in Name & Employer's Mailing Address in Block Below:

Temporary License No. \_\_\_\_\_

Effective Date \_\_\_\_\_

\_\_\_\_\_  
Name of Dealer

\_\_\_\_\_  
Executive Officer  
Motor Vehicle Industry Licensing Board